

## APPLICATION REQUIREMENTS CHECKLIST

Applicants should carefully review this Checklist to assure that **all requirements have been met. This form is to be completed and submitted with the applicant's proposal.**

Name of Applicant \_\_\_\_\_

### **Pre-Proposal Requirements**



Submitted Letter of Intent to apply by due date.

### **Critical Proposal Elements**



**Cover Sheet** – Use the required form. This must be signed by an official of the Applicant with authority to legally bind Applicant to the Terms and Assurances of this sub grant of federal financial assistance. **Required DUNS number included.**

**Table of Contents** – Reflective of required proposal components and indicates page numbers for each component and sub sections. Tables, charts and diagrams labeled and numbered and noted in the table of contents.

**Budget and Budget Justification – No page limit.**

Use the required form. Submit 15-month budget and justification for the identified period.

**Management and Staffing Plan -- Page Limit – 5**

Reflects information requested in the Request for Proposal. Lead Agency and Fiscal Agent appropriately identified.

**Project Narrative – Page Limit – 20 (excluding timeline)**

In narrative form, includes a needs assessment and work plan that addresses all requirements. Uses correct Timeline form to document process objectives for each of the state's outcome objectives. No page limit

**Evaluation Plan – Page Limit – 5**

Reflects information requested in the Request for Proposal

**Sub Grant Terms and Assurances; Certifications** – if awarded, sub recipients must fully comply with the Sub Grant Terms and Assurances. Understand all requirements before signing the Cover Sheet. The Terms and Assurances and corresponding certifications must be signed by an authorized official of the Applicant and submitted with the proposal. Attach lobbying disclosure if warranted.

**Attachments** – Include appropriate supplemental documents necessary to support the proposal narrative, e.g. letters of support, resumes, memorandum of agreements and/or contracts.